U.S. Court of Federal Claims

ELECTRONIC CASE FILING CM/ECF

Case Management
CM / ECF
Electronic Case Files

User Manual for Attorneys

(Revised March 10, 2003)

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Basics

CM/ECF is the new electronic case management and electronic case files system for the federal courts. It provides federal courts enhanced and updated docket management. It allows courts to maintain case documents in electronic form. It gives each court the option of permitting case documents -- pleadings, motions, petitions, orders -- to be filed with the court over the Internet.

This manual provides instructions on how to use the Electronic Filing System to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Netscape and Adobe Acrobat.

Basics - Electronic Access

A key feature of the CM/ECF system is that it provides unprecedented access to up-to-the-second docket sheets as well as to the documents themselves over the Internet through the Court's electronic filing web site.

Basics - Electronic Filing

Another key feature of the CM/ECF system is that it accepts documents filed electronically over the Internet. While it is not necessary that documents be filed electronically to have them entered into the CM/ECF system, electronic filing is strongly encouraged by the Court.

Basics - Electronic Noticing

A third key feature of the CM/ECF system is that it provides immediate e-mail notices to all counsel involved in a case whenever a document is filed. To receive electronic notice of filings, attorneys must be registered to file electronically and must have the e-mail noticing feature of their Court account turned on.

Basics - Fees

There is no cost to court personnel to use CM/ECF. Electronic access to court data by the public is available through the Public Access to Court Electronic Records (PACER) program. Attorneys and litigants receive one free copy of documents filed electronically in their cases within 30 days of filing; additional copies are available for viewing or downloading at seven cents per page. Directed by Congress to fund electronic access through user fees, the judiciary has set the fee at the lowest possible level sufficient to recoup program costs.

Basics - Signatures

The Clerks Office will issue login ID's and passwords for CM/ECF. Instead of physically signing documents, CM/ECF users must type "s/" followed by their name on the signature line. For example, attorneys shall file documents electronically with signatures indicated as "s/Jane Doe" or "s/John Doe". This in

combination with your login and password constitutes your signature when filing a document.

Basics - Sealed Documents
Continue to file sealed documents with the Court Clerk's office in accordance with the existing practices and procedures for conventional filing.

Basics - User Interactions
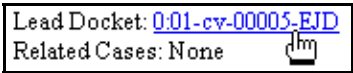There are three general types of user interactions allowed by the system:
- Entering information in data fields
- Using command buttons to direct system activities
- Mouse-clicking on hyperlinks
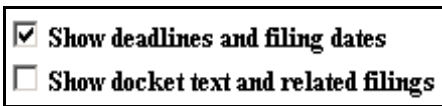
Basics - Conventions used in this Manual
- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.
- Command buttons are represented in this manual in **[bracketed boldface type]**.
- Hyperlinks are represented in <u>underlined boldface type</u>.

Basics - Windows Terminology
There are several Windows features that you will see throughout CM/ECF.

Feature	Example	Function
Hyperlink	Lead Docket: 0:01-cv-00005-EJD Related Cases: None	Clicking on a hyperlink will take you to the link.
Button	Next	Left click once to perform the function listed.
Drop Down List	Month December Year n Report January February March April May June July August September October November December	Click on the down arrow to activate the drop down list. Make your selection by left mouse clicking on the option once. Some menus will allow multiple selections by holding down the Control (Ctrl) button on the keyboard and left clicking the items.

List Box	Nature of suit: 0 (zero) / 100 (Contract - Constr...)	Scroll through this list using the up or down arrows. Make your selection by left mouse clicking on the option once. Some menus will allow multiple selections by holding down the Control (Ctrl) button on the keyboard and left clicking the items.
Radio Button	⦿ Filed ○ Submitted ○ Under advisement	Click on the option you want. You may only select one.
Check Box	☑ Show deadlines and filing dates ☐ Show docket text and related filings	Check/uncheck each item to turn it on/off. Multiple check boxes can be selected.

Basics - Selecting Multiple Items (Ctrl-Click)

The Windows Operating system allows you to select multiple items by using the Control-Click (Ctrl-Click) method. CM/ECF takes advantage of this feature. For menu options that allow it, you can select multiple items by:

1. Left click once on the first item you want to select
2. Hold down the Control key (Ctrl) on your keyboard and simultaneously select the next item you want by left clicking it with the mouse
3. You can select additional items by repeating step 2.

Basics - User Manual

You can download or view the most recent version of the CM/ECF Users Manual for Attorneys (in PDF format) from the Court's public website at http://www.uscfc.uscourts.gov.

Basics - General Navigation

Many screens have the following two buttons:
- Clear clears all characters entered in the box(es) on that screen.
- Next accepts the entry just made and displays the next entry screen, if any.

Basics - Correcting a Mistake

Use the Back button on the Netscape toolbar to go back and correct an entry made on a previous screen. Docket transactions are not complete until the final "Next" button is clicked. However, once the document is transmitted to the court, only the court can make changes or corrections.

Basics - Documents Filed In Error

The most common errors in electronic filing are:
- Posting the wrong PDF file to a docket entry
- Selecting the wrong document type from the menu
- Entering the wrong case number and not discovering the error before completing the transaction.

The ECF system does not permit you to change the misfiled document(s) or incorrect docket entry after the transaction has been accepted.

Contact the Clerks Office at 202-219-9657 immediately to report the error. You will need to provide the case and document numbers for the document requiring correction. If appropriate, the Clerk's Office will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document.

Basics - How to Access the System

Attorneys can access CM/ECF via the Internet by using Netscape to go to https://ecf.cofc.uscourts.gov. The training database is located at https://ecf-train.cofc.uscourts.gov.

Basics - CM/ECF User Assistance

For assistance with CM/ECF, you can contact the Court's CM/ECF User Assistance unit between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday. The toll free number is 866-784-6273. The local number is 202-219-9942.

Basics - ECF System Capabilities

The electronic filing system allows registered participants with Internet accounts and Netscape software to perform the following functions:
•   Open the Court's web page
•   View or download the most recent version of the User's Manual
•   Self-train on a web-based ECF Tutorial
•   Practice entering pleadings into ECF using a "training" database that is similar to the official live ECF database
•   Electronically file pleadings and documents in actual ("live") cases
•   View official docket sheets and documents associated with cases
•   View various reports for cases that were filed electronically

Basics - Hardware and Software Requirements

Filers will need the following hardware and software to file documents in the CM/ECF electronic filing system:
•   A personal computer running a standard platform such as Windows or Macintosh.
•   A PDF-compatible word processor like Macintosh or Windows-based versions of WordPerfect or Word.
•   Internet service.
•   Netscape Navigator version 4.6 or 4.7. Netscape 6 is not recommended for use with CM/ECF. Internet Explorer is not recommended.
•   Software to convert documents from a word processor format to portable document format (PDF). Adobe Acrobat PDF Writer is recommended. Acrobat Writer Version 3.X, 4.X and 5.0 adequately meet the CM/ECF filing requirements.
•   Adobe Acrobat Reader, which is available for free, is needed for viewing PDF documents.
•   A scanner may be necessary to create electronic images of documents that are not in your word processing system. Note, scanning should be used only when an electronic version cannot be created. Scanned PDF files are considerably larger than PDF files created by electronic means.

Basics - PACER Registration

ECF users must have a PACER account with the Court in order to use the Query and Report features of the ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to

register for an account. Also, you may register for PACER online at
http://pacer.psc.uscourts.gov.

Basics - Attorney Registration and Certification

In order to file documents electronically and to receive e-mail notices of
documents that are filed, attorneys must be admitted to practice before the Court
and must be registered to file electronically. Additionally, attorneys must pass an
on-line certification test.

Upon registration and certification, attorneys will be provided with a CM/ECF
login ID and password that will allow access to the system. The login ID and
password will also serve as the attorney's signature for all documents that are
filed electronically. The Attorney Registration Form and Attorney Certification
test can be found on the court's public web site at
http://www.uscfc.uscourts.gov/cmecf.htm.

Once an account has been established, your login ID and password will be sent
to you by the Office of the Clerk. Registered users can visit a training version of
the system on the Internet at https://ecf-train.cofc.uscourts.gov to practice ECF
activities. We strongly recommend that registered users practice in the "training"
ECF database before filing documents in the "live" ECF database.

Basics - Setting Up the Acrobat PDF Reader

Users must set up Adobe's Acrobat Reader software in order to view documents
that have been electronically filed on the system. All pleadings must be filed in
PDF format. When installing this product, please review and follow Adobe's
directions to utilize Acrobat Reader after installation.

Basics - Portable Document Format (PDF)

Only PDF (Portable Document Format) documents may be filed with the court
using the ECF system. Before sending the file to the court, users should preview
the PDF formatted document to ensure that it appears in its entirety and in the
proper format.

You must convert all of your documents to PDF format before submitting them to
the Court's Electronic Case Filing (ECF) system. The conversion process
requires special software such as Adobe Acrobat Writer or FinePrint pdfFactory.
WordPerfect versions 9 and 10 have Acrobat Writer built-in and can also be used
to convert documents to PDF.

Basics - Limitations on Attachments

Electronic attachments shall not exceed 1M per PDF file. For documents over 50
pages, a paper copy must be provided to chambers. Additional courtesy copies

might be required per instructions by judge. See court Rules and General Orders for additional guidelines.

Note: For moderate length paper attachments, consider dividing them into two or more smaller attachments, scanning, and filing them electronically.

Basics - How to View a PDF File
- Start the *Adobe Acrobat* program.
- Go to the *File* menu and choose *Open.*
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Adobe Acrobat loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the *View* menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

Basics - Scanned PDF Documents
The court recommends that scanning be used as a last resort. You should try to create PDF documents electronically by using a PDF writing program such as Adobe Acrobat Writer. Scanned documents are significantly larger electronically created PDF documents.

If you need to scan a document, use the following guidelines to minimize the size of your scanned document:
- Scan at 200 dpi resolution
- Scan as Black & White, not Color or Grayscale
- Scan to PDF format

Basics - Creating a PDF file from Microsoft Word

These instructions are for Microsoft Word 97 or higher. A sample Word 2000 document is shown. You will need the Adobe Acrobat Writer software to create a .PDF file.
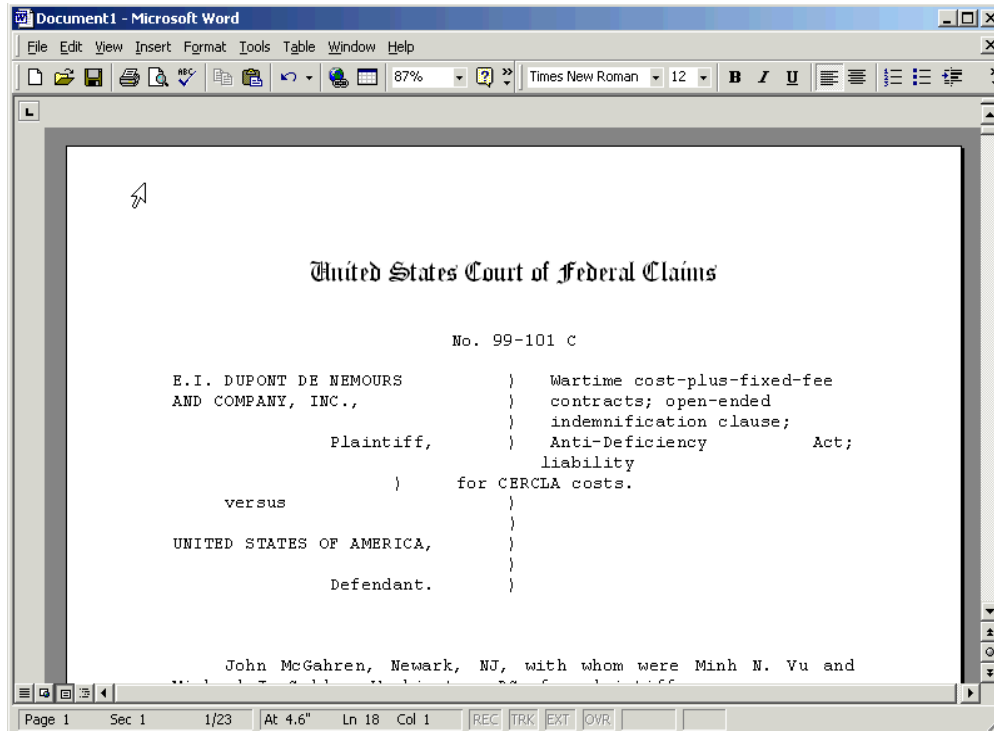
- •   Select the **File** menu option
- •   Select the **Print** option (or choose the **Print**   button)
- •   Change the **Current Printer** to the **Acrobat PDF Writer**)
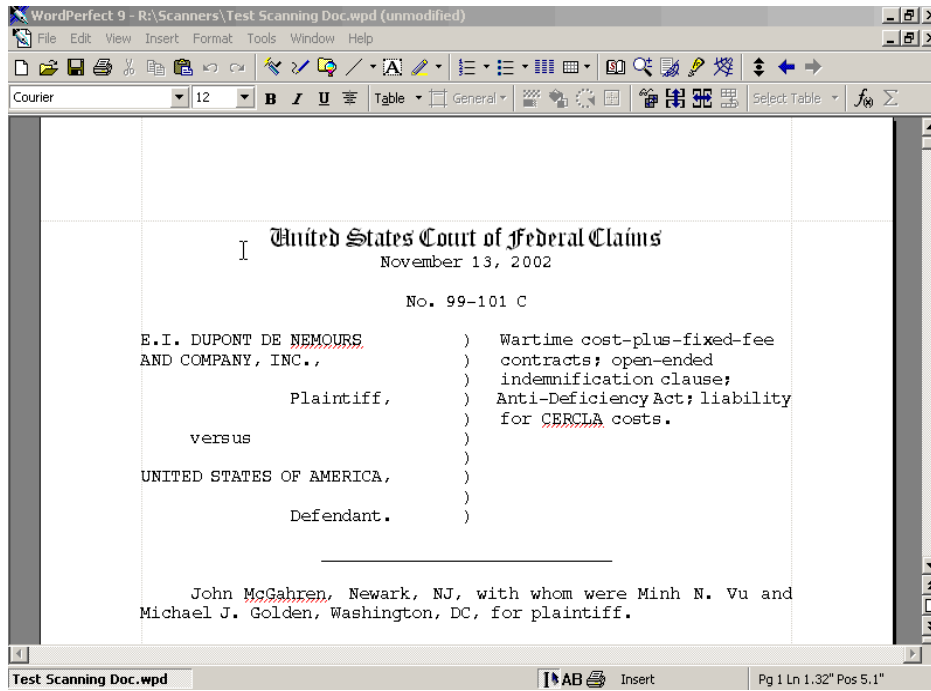- •   Click on the **OK** button
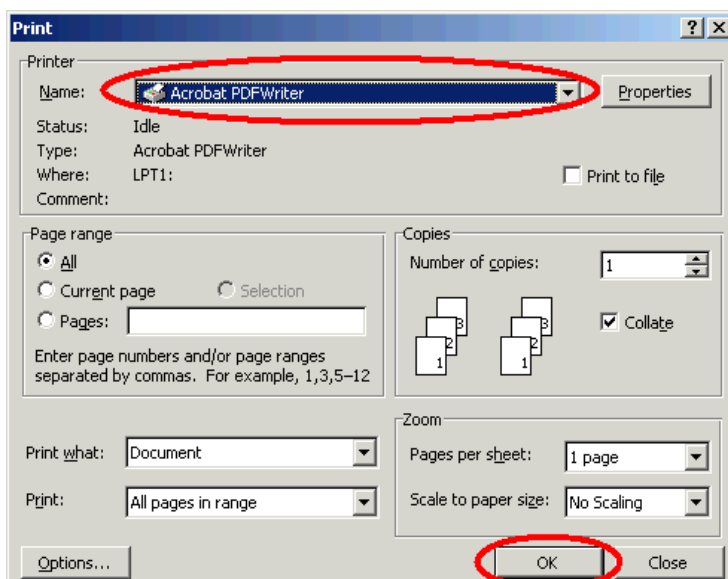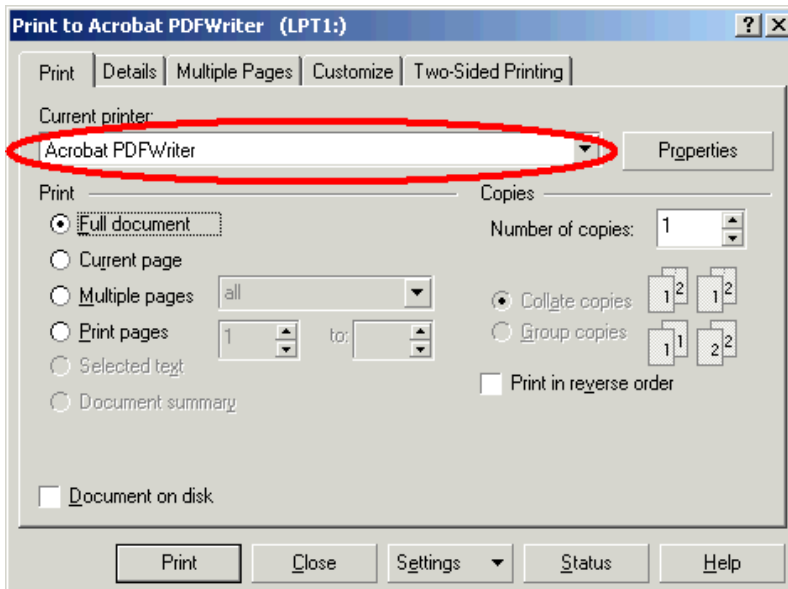
- Enter the name of the PDF file in the File Name space
- Make sure the **Save As Type** is **PDF**
- Make sure you have selected the correct folder to save the file
- Click on the **Save** button
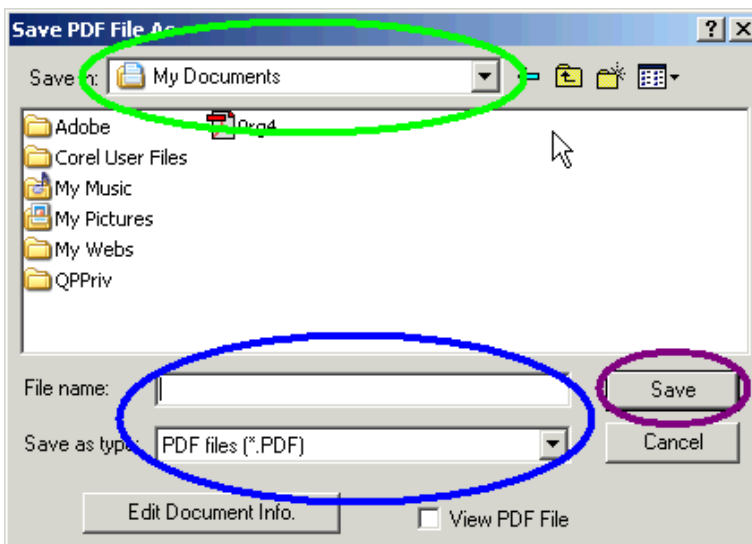
Basics - Creating a PDF file from WordPerfect

These instructions are for WordPerfect 8 or higher. A sample WordPerfect 9 document is shown. You will need the full version of Adobe Acrobat to create a .PDF file.

- • Select the File menu option
- • Select the Print option (or choose the Print button)
- • Change the Current Printer to the Acrobat PDF Writer
- • Click on the Print button

- Enter the name of the PDF file in the File Name space
- Make sure the Save As Type is PDF
- Make sure you have selected the correct folder to save the file
- Click on the Save button
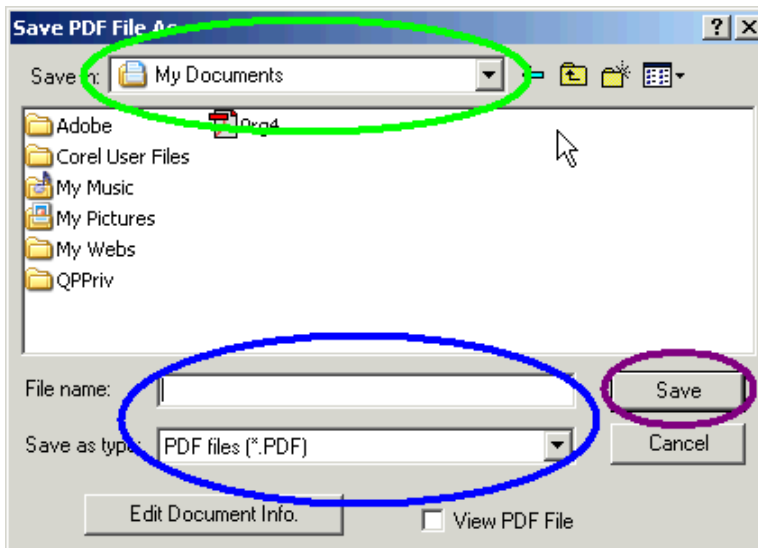
Basics - Using Other Word Processors or PDF Writers

Contact your local support staff or vendor for instructions on using other word processors and PDF writers not covered in this document.

Basics - A Step-By-Step Guide

Below is a step-by-step guide for entering the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. We suggest that you go through the steps on the training data base before trying to actually file a document.

Basics - How to Access the System

Users can get into the system via the Internet by going to https://ecf.cofc.uscourts.gov

You may also go to the Court's web site at www.uscfc.uscourts.gov and click on the Electronic Case Filing hyperlink. Click on U.S. Court of Federal Claims link to open the login screen and login to ECF. Users can access the Training Database by going to https://ecf-train.cofc.uscourts.gov.

Basics - Logging In

The next screen is the login screen.

ECF/PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at http://pacer.psc.uscourts.gov or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of $.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

client code:

Login   Clear

Enter your ECF Login and Password in the appropriate data entry fields. All ECF login names and passwords are case sensitive. Note: Use your ECF login and password if you are entering the system to file a pleading or to maintain your account. If you only wish to enter ECF to query the database for case information or to view a document, enter you PACER login and password. Verify that you have entered your ECF login and password correctly. If not, click on the **[Clear]** button to erase the Login and Password entries and re-enter the correct information. After you enter the correct login and password information, click on the **[Login]** button to transmit your user information to the ECF system. If the ECF system does not recognize your login and password, it will display the following error message on a new screen.

Login failed either your login name or key is incorrect!
Click on the **[Back]** button in your browser and re-enter your correct login and password.

The most common login problems are:
• You did not enter your correct login ID or password.
• You had the CAPS LOCK button on on the keyboard. CM/ECF is case sensitive.
• You are trying to log into the TEST or TRAINING system instead of the LIVE system.

Please note that the LIVE system background color is white. The background color for the TEST system is light blue. The background color for the TRAINING system is pink.

Once the Main Menu appears, choose from a list of hyperlinked options on the top bar.
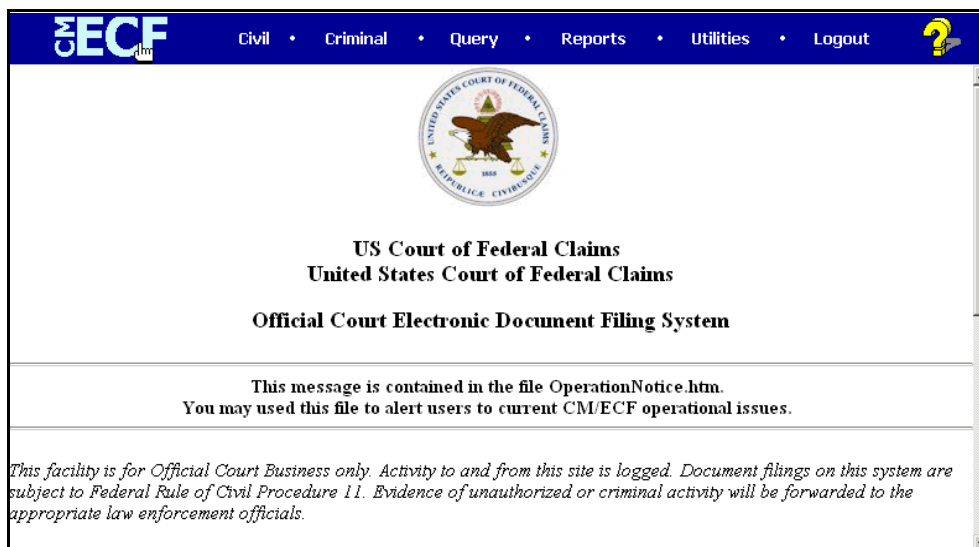
Note: The date *you last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please telephone the court's Help Desk as soon as possible.

Last login: 12-06-2002 08:54

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Basics - Selecting ECF Features

ECF provides the following features that are accessible from the Blue menu bar at the top of the opening screen.

Civil- Select Civil to electronically file all civil case pleadings, motions, and other court documents.

Criminal- The Criminal portions of CM/ECF have been deactivated for the Court of Federal Claims.

Query- Query ECF by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. You must login to PACER before you can query ECF.

Reports- Choose Reports to retrieve docket sheets and cases-filed reports. You must login to PACER before you can view an ECF report.

Utilities- View your personal ECF transaction log and maintain personal ECF account information in the Utilities area of ECF.

Logout- Allows you to exit from ECF and prevents further filing with your password until the next time you log in.

Civil

Registered filers will use the Civil feature of ECF to electronically self-file and docket with the Court a variety of pleadings and other documents for civil cases. See the list of ECF documents at the back of this manual. This section of the manual describes the basic steps that you need to take in order to file a single motion with the Court. The process is consistent regardless of the event.

Civil - Filing a Civil Complaint

The Court will not accept complaints filed electronically. Complaints must be filed in the traditional manner. If the case meets the criteria for electronic filing, the Clerk's Office will scan the complaint, open the case as an ECF case, and notify all parties.

Civil - Filing Documents for Civil Cases

There are eight basic steps involved in filing a document:
1.   Select the type of document to file (see Attorney Event Menu);
2.   Enter the case number in which the document is to be filed;
3.   Designate the party(s) filing the document;
4.   Specify the PDF file name and location for the document to be filed.
5.   Add attachments, if any, to the document being filed.
6.   Modify docket text as necessary
7.   Submit the pleading to ECF
8.   Receive notification of electronic filing

After successfully logging into ECF, follow these steps to file a pleading.

1. Select the type of document to file
Select Civil from the blue menu bar at the top of the ECF screen. The Civil Event

window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a Motion in ECF. The process is similar for filing other pleadings in ECF.

Click on Motions, under Motions and Related Filings
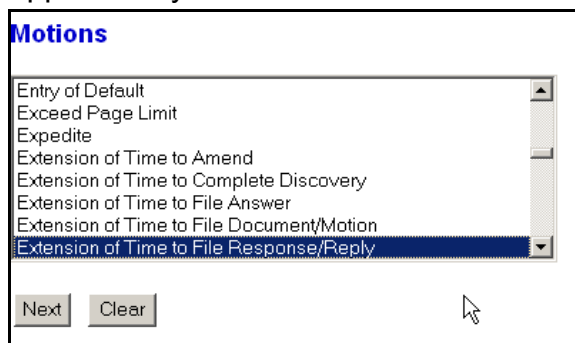
The Motions screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.

For demonstration purposes, highlight Extension of Time to File/Reply and click on **[Next]**.

Note: To select more than one motion, press and hold down the Ctrl key, and click on each of the desired multiple forms of relief.

2. Enter the case number in which the document is to be filed
A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on **[Next]**.

- If the number is entered incorrectly, click [Clear] to re-enter. If the computer prompts that you entered an invalid case number, click on [Back] to re-enter.
- When the case number is correct, click on [Next]

3. Designate the party(s) filing the document

Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs you may select the entire group by holding down the control key while pointing and clicking on each party of the group.
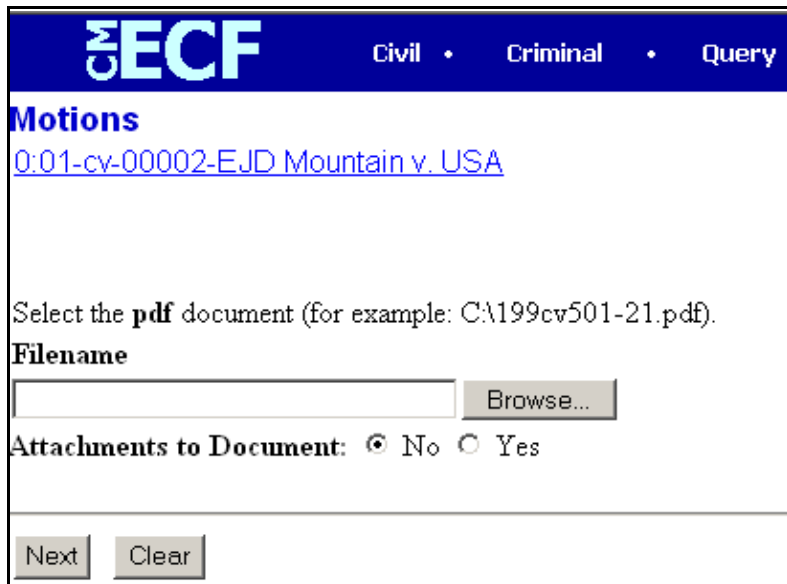
After highlighting the parties to the motion, click on the **[Next]** button.

Note: If your party does not appear, see the section of this manual titled Add/Create New Party.

4. Specify the PDF file name and location for the document to be filed
ECF accepts the party or parties you selected and refreshes the screen to
display a new Motions screen depicted below. ECF displays a field for locating
and entering the PDF file of the document (pleading) you are filing in ECF.

Note: It is imperative that you attach an electronic copy of the actual pleading
when prompted by the system. All documents that you intend to file in ECF
MUST reside in PDF format. Otherwise, ECF will not accept the document and
users will be unable to retrieve and read your document from within ECF.

- Click on the **[Browse]** button. ECF opens the following screen.
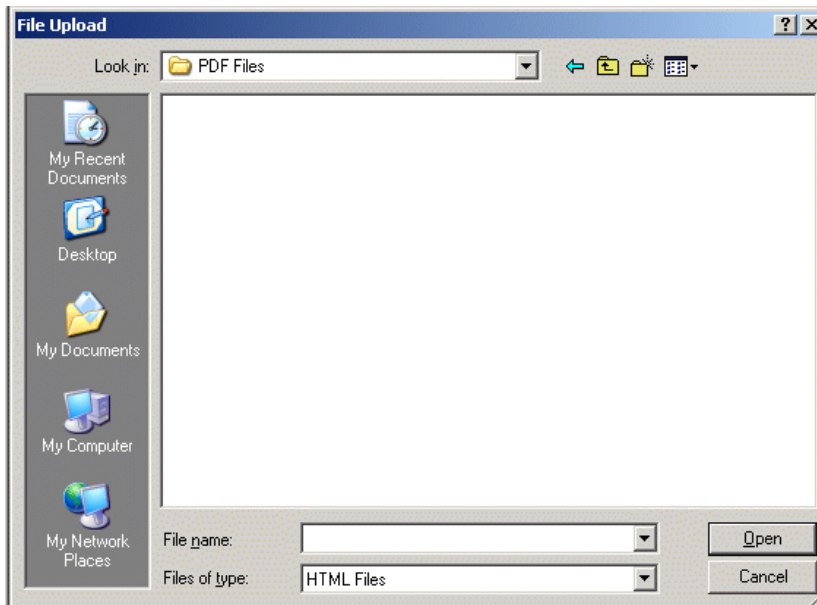
Change the Files of type from **Files of type:** [HTML Files ▼]

to: **Files of type:** [All Files (*.*) ▼]
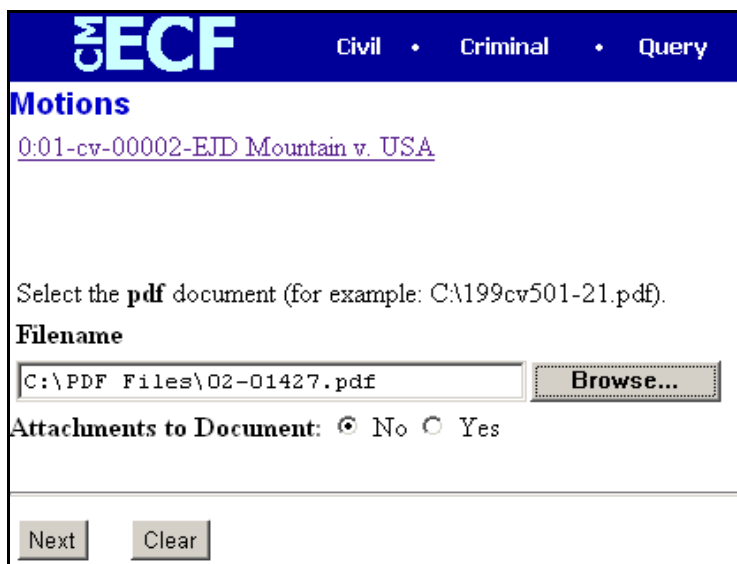
- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.
-

Note: In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a quick menu and left mouse click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.
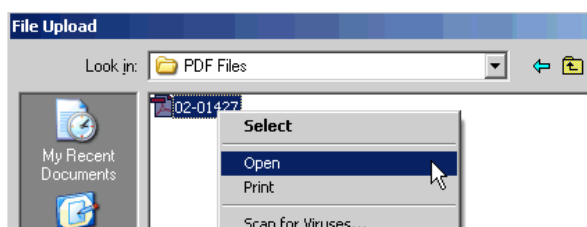
- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. ECF closes the File Upload screen and inserts the PDF file name and location in the Motions screen.

- If there are no attachments to the motion, click on **[Next]**. A new Motions window opens. Go to Section 6, "Modifying Docket Text,… to proceed with your filing.

- If you have Attachments to your motion, you will select **[Yes]** on the screen depicted

above. Click on **[Next]** and proceed to the first step in Section 5, "Adding Attachments to Documents Being Filed….

In the event you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the **[Next]** button.
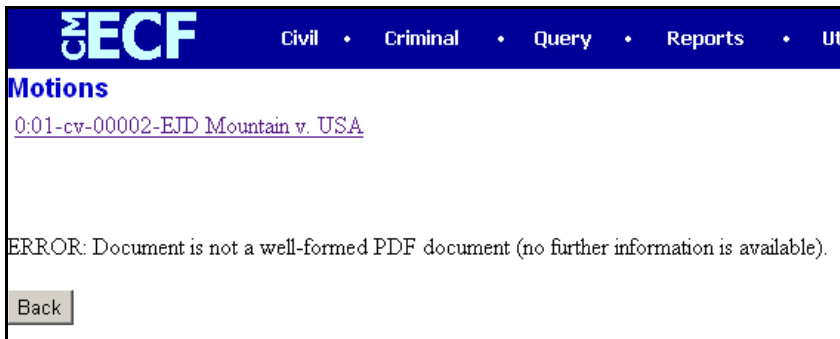
- ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the **[Back]** button and ECF will return to the Motions screen. Select and highlight the PDF file of your pleading and proceed as before.

Failure to Select A Document to File
If you fail to select a document to file with your pleading, ECF will display the error message depicted below.
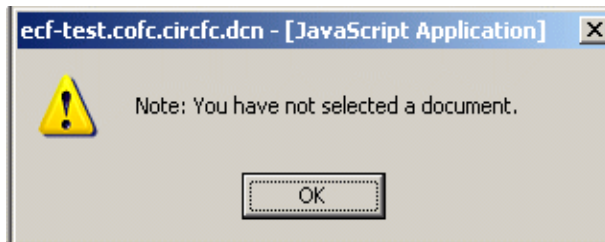
- If you click **[OK]** from the screen depicted above ECF will return you to the Motions screen. You cannot proceed without attaching a PDF document.

Every motion will have a different series of screens depending on the type of motion. For a Motion for Extension of Time to File/Reply, you will see:

Enter data as appropriate to the motion you selected. Click **[Next]** to move to the next screens.

5. Add attachments to documents being filed
If you acknowledged the need to attach documents to your motion during the previous step, a new Motions screen appears.

- Click on **[Browse]** to search for the document file name of the attachment.
- Next to the field for attachment Type, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the Description box and type a clear and concise description of the attachment.
- Click on **[Add to List]**.

ECF adds the selected document as an attachment to the pleading. A new
Motions screen opens to display the file name of the newly attached document.
- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on
  [Next].

Limitations on Attachments
Electronic attachments shall not exceed 1M per PDF file. For documents over 50
pages, a paper copy must be provided to chambers. Additional courtesy copies
might be required per instructions by judge. See court Rules and General Orders
for additional guidelines.

Note: For moderate length paper attachments, consider dividing them into two or
more smaller attachments, scanning, and filing them electronically.

6. Modify docket text
Click on the button shown here to open a modifier drop-down list. Select a
modifier if appropriate.

Click in the open text area to type additional text for the description of the
pleading. Keep in mind that this text appears on the docket sheet, so you must
exercise good professional judgment here.

7. Submit the pleading
- Click on the **[Next]** button. A new Motions window appears with the
  complete text for the docket report.
- Review the docket text and correct any errors. If you need to modify data
  on a previous screen, click the button on the Netscape toolbar to find the
  screen you wish to alter.

- Click on the **[Next]** button to file and docket the pleading.

Note: The screen above contains the following warning.
Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.
This is your last chance to cancel this docket entry before making it permanent.
Clicking on Next will docket this entry on the docket sheet.

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- clicking on any hyperlink on the Blue ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.
- clicking on the Web Browser **[Back]** button until *you return to the desired screen*.

8. Notice of Electronic Filing
ECF opens a new Motions window displaying an ECF filing receipt.

- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **[Print]** on the Netscape Toolbar to print the document receipt.
- Select **[File]** on the Netscape menu bar, and choose Save Frame As from the drop-down window to save the receipt to a file on the hard drive of your computer.
- ECF will electronically transmit the Notice of Electronic Filing to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will *not* be electronically notified of the filing.

At the bottom of the Notice of Electronic Filing screen, you will see who the notice was electronically mailed to.

Civil - E-Mail Notification of Documents That Were Filed

After a pleading is electronically filed, the ECF System sends a Notice of Electronic Filing to the designated attorneys and parties who have supplied their E-mail addresses to the Court. Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing. The filer is permitted one free look at the document to verify that the pleading was properly docketed. The Court strongly urges you to copy the Notice of Electronic Filing *and* pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

Civil - Add/Create a New Party

In rare cases you may need to add a party to the ECF system. If the party you represent is not listed in the "Select a Party" screen, click on Add/Create New Party. The screen depicted below will appear.

You must first perform a search to see if your party is already entered on the ECF system. Type the first few letters of the party's last name for an individual, or the first few letters of the company name. Click **[Search]**.

If a match is found, ECF will display a list of party names. If the name of the party you represent appears in the list, click on it and then click **[Select name from list]**. Review the party information and select the party's role in this filing. Click **[Submit]**.

If a match is not found, or your party does not appear in the list, click **[Create new party]**. ECF displays the following screen.

- For a company, enter the entire company name in the Last Name field. Choose the appropriate Role from the drop down list. Click **[Submit]**.
- For an individual, fill out the Last Name, First Name, Middle Name, Generation and Title fields as appropriate. Choose the appropriate Role from the drop down list. Click **[Submit]**.
- Leave all other fields blank.

Civil - Linking Documents (Refer to existing event)

Some pleadings such as Briefs and Indexes should be "linked" to their related documents in the case. When filing these and certain other types of documents you will be presented with the following screen.

An "event" in CM/ECF is anything that has been filed in a case. To link the document you are currently filing to a previously filed document, check the box in front of "Refer to existing event(s)?" and click **[Next]**.

This screen requires that you filter the list of documents in the case by the type of document that you want to link to. The type list appears in alphabetical order. Document types in this list are the same as the types listed in the main filing menu. For example, to link to a Brief, you would choose the type "Oth_Doc" because Brief appears in the "Other Documents" section of the main menu. You must choose a type on this screen. You also have the option of entering filed dates or document numbers if you would like to further narrow your search. Once you select the type of document and click **[Next]** you are presented with a list of documents that match your search criteria. For this example we have selected Motion as the type.

Click the checkbox for the document you wish to link to and click **[Next]**.

Query

Registered participants should use this feature to query the Electronic Case Filing (ECF) system for specific case information. To enter the Query mode, click on Query from the Blue menu bar of ECF.

ECF opens the PACER Login screen. You must enter your PACER login and password before ECF permits you to query the ECF database.

Note: Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. You will be charged the standard PACER fee to access documents, docket sheets, etc. from ECF. After you enter your PACER login and password, ECF opens a Query data entry screen as depicted below.

If you know the number that the Court has assigned to the case, enter it in the Case Number field and click on the **[Run Query]** button. ECF opens the query screen depicted in Figure B on the next page.

You may query the ECF database by the name of a party or an attorney to the case. Enter the last name of the party in the appropriate field. If more than one person with that name is in the database, ECF returns a screen from which to select the correct name. If you click on the name of the party, ECF will open the query screen depicted in Figure B. If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases (Figure A). Click on the case number hyperlink and ECF opens the query screen depicted in Figure B.

Figure A

After querying the database by case number, name, or nature of suit, ECF opens the Query window for the specific case you selected. See Figure B.

You may also query a case by the nature of suit. You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a certain type, use the date 1/1/1970 as the "beginning of time." When you run the query, if there is more than one case that meet those criteria, you will get a screen similar to the one in Figure A, but listing multiple case numbers.

Figure B

At the top of the window, ECF displays the case number, parties to the case, presiding Judge, date that the initial claim was filed, and date of last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

Query - Attorney

This query displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties to the case.

Query - Case Summary

This query provides a summary of current case-specific information as represented below.

Query - Deadlines/Hearings

This query produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines. If you query as illustrated below, ECF opens the Deadline/Hearings screen depicted on the next page.
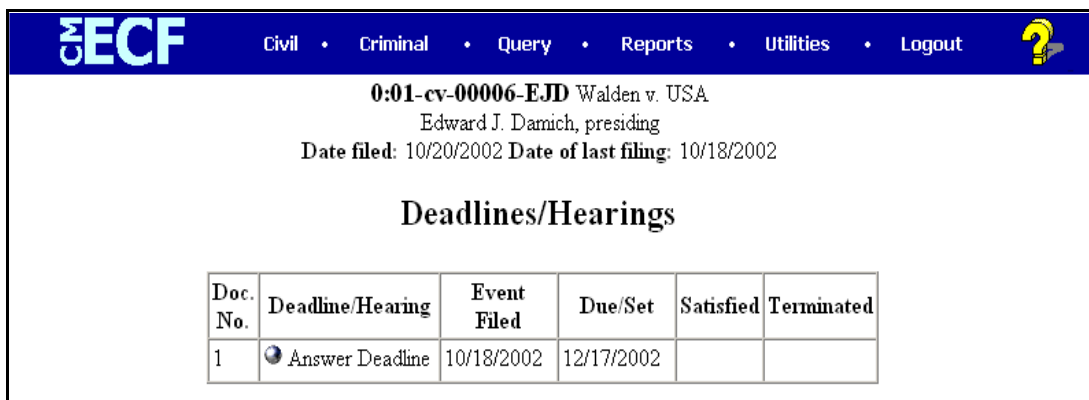
After the window opens, if you click on a document number, ECF will display the actual Scheduling Order for the conference or hearing.
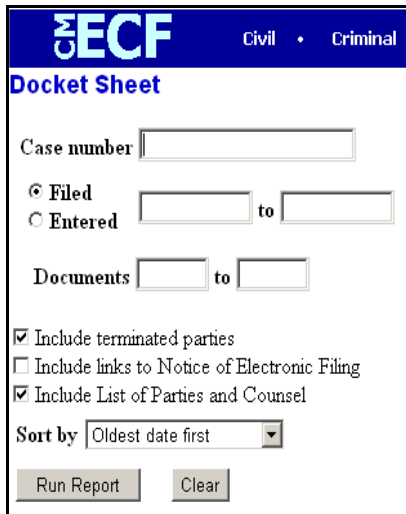
If you click on the button to the left of the Deadline/Hearing title, ECF will display the docket information and related docketing entries for the hearing that you selected.

Query - Docket Report
When you select Docket Report, ECF opens the Docket Sheet screen as depicted below.
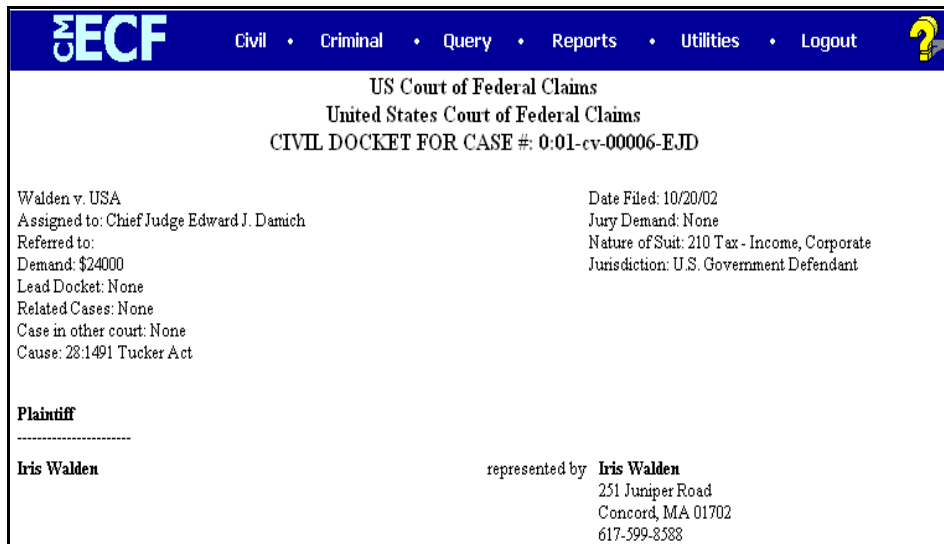
You may select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to print the entire docketing report. Place a checkmark in the box to Include links to Notice of Electronic Filing if you wish to view them from the docket sheet. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your custom docketing report and display it in a window as depicted.

The document numbers in the middle column are hyperlinks to PDF files of the actual documents. Place your pointer on the button next to the document number and click to display the Electronic Notification Report for the document.

| Filing Date	#	Docket Text
11/27/2002	1	COMPLAINT against USA (ARM) (Filing fee $150, Receipt number 1234), filed by WDC.Answer Due by 1/26/2003. (Attachments: # 1 Civil Cover Sheet)(Berry, Addi) (Entered: 11/27/2002)

Query - History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on the History/Documents hyperlink, ECF opens the screen depicted below. You may select the sort order for the query report and choose to exhibit all events or only those with documents attached. ECF also offers you the option to display the docket
text in the report.

After making your selections, click on the **[Run Query]** button. ECF queries the database and builds your report. The figure below depicts a portion of a History/Documents report. This particular report lists all of the events and documents associated with the case in reverse chronological order. It also displays the docketing text for all docketed events.

0:01-cv-00001-EJD WDC v. USA
Edward J. Damich, presiding
Date filed: 08/30/2002 Date of last filing: 11/26/2002

History

Doc. No.	Dates	Description	Private Event	Type Subtype	Docket Part ID
1	Filed & Entered: 08/30/2002	Complaint		cmp cmp	9
2	Filed & Entered: 09/10/2002	Description not available		motion dismlj	11
3	Filed & Entered: 09/25/2002 Terminated: 11/06/2002	Motion for Summary Judgment		motion sumjgm	13
4	Filed & Entered: 09/25/2002	Response to Motion		respm response	15
5	Filed & Entered: 09/25/2002	Reply to Response to Motion		respm reply	18

You may view a PDF file of actual documents by clicking on the document number in the far-left column of the onscreen report.

Other Queries
The process for selecting and running other queries in the Query feature of ECF is similar to what has been described above.

Reports

The Reports feature of ECF provides the user with several report options. After selecting the Reports feature from the *Blue* menu bar, ECF opens the Reports screen depicted below.
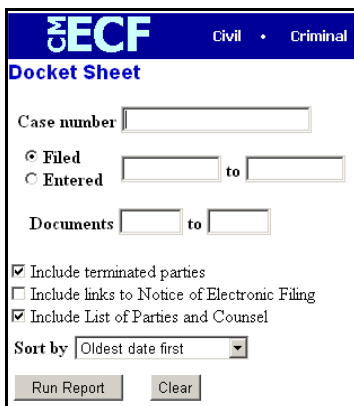

If you select Civil Cases or Docket Sheet from the screen depicted above, ECF will ask you to login to PACER. You may view Court Calendar Events for a case without logging into PACER.

Report - Docket Sheet

Click on the Docket Sheet hyperlink in the figure above and ECF opens the PACER login screen.

Enter your PACER login and password. Click on the **[Login]** button and ECF will open the Docket Sheet report query window depicted below.

This is the same query window that ECF displayed when you selected Docket Report from the Query feature. Enter the case number for your docket sheet in the Case Number field. Select parameters for the remainder of the data entry fields and click on the **[Run Report]** button. ECF will display a full docket sheet for the case you selected. See the Query feature section of this manual for a depiction of a partial docket sheet report. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

Report - Civil Cases

The Civil Cases report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, or by Nature of Suit and Cause Code. When you click on the Civil Cases hyperlink, ECF displays a query screen as depicted here.

Note: If you are not logged into PACER, ECF will display the PACER login screen. Login to PACER and ECF will open the Civil Cases Report screen.
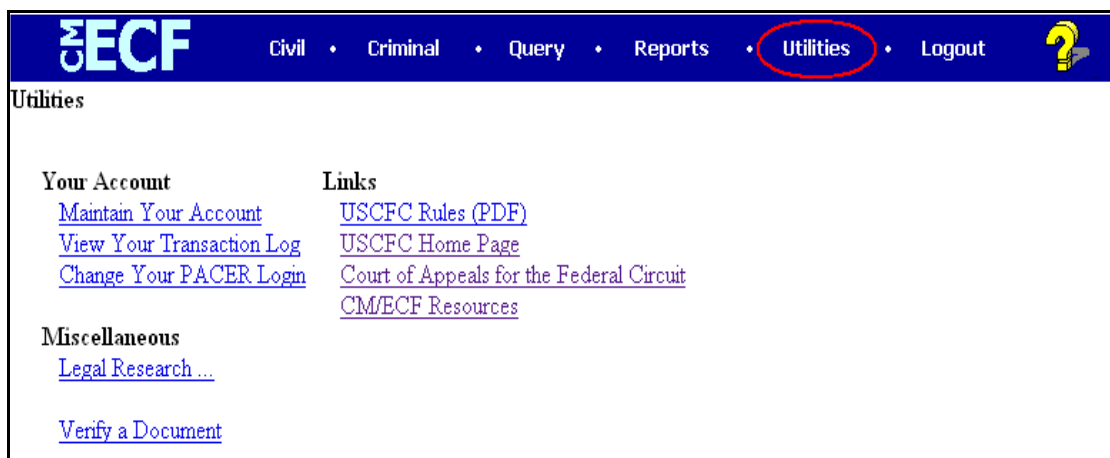
Enter the range of case filing dates for your report and select a Nature of Suit or Cause Code, if you wish to narrow your search. If you leave all fields blank, ECF will display a report for all cases opened in ECF. This picture depicts part of a report of all test cases filed in ECF from 11/08/2002 to 12/09/2002.

The far-left column of the Cases Filed report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the Docket Sheet report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet report.

Utilities

The Utilities menu provides the means for registered users to maintain their account in ECF and to view all of their ECF transactions.
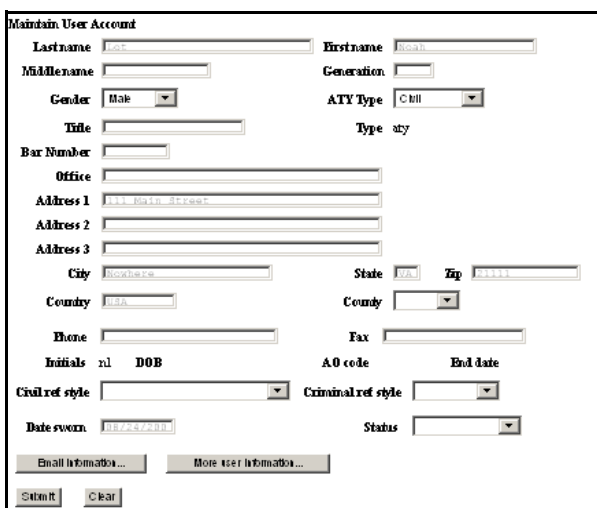

Utilities - Your Account

This section of the Utilities feature provides you the capability to maintain certain aspects of your ECF account with the Court and to view a log of all your transactions within ECF.

Utilities - Maintain Your Account

Click on the Maintain Your Account hyperlink to open the Maintain User Account information screen.

This screen displays all of the registration information that is contained within the ECF database for your account with the Court. This includes Bar Identification and Bar status. DO NOT CHANGE YOUR MAILING ADDRESS. CONTACT THE CLERK'S OFFICE TO REQUEST A CHANGE OF ADDRESS .

Clicking on the **[E-mail information]** button opens the following screen.

ECF will E-mail to parties their Notices of Electronic Filing based upon the information entered in this screen. Perform the following steps to enter additional email addresses for individuals that you wish ECF to notify regarding new case pleadings and documents.

- From the screen depicted in Figure 31A, enter a check mark by clicking on the box to the left of the line, which reads "to these additional addresses….
- Enter the e-mail addresses of those individuals you wish to notify concerning ECF activity. This data entry field has a capacity of 250 characters for approximately ten E-mail addresses.
- Stipulate the format of the ECF notices by selecting your choice from the bottom of the screen.
- If you wish to enter completely new information about your account, use the **[Clear]** button to clear the fields on this screen.

After updating your account information, click on the **[Return to Account screen]** button to return to your Maintain User Account screen (Figure 30).

To edit or view login information about your account, select the button labeled More user information, from the Maintain User Account screen. ECF opens the screen depicted below.

This screen displays user login information and provides the means to change your ECF password. Notice that ECF displays a string of asterisks in the Password field. To change your ECF password, place your cursor in the Password field and delete the asterisks. Type in your new password. ECF displays the actual characters of your new password as you type. When you have completed your interface with ECF from this screen, click on the **[Return to Account screen]** button to reopen the Maintain User Account screen. When you are satisfied that all of your account information is accurate and up-to-date, click on the **[Submit]** button at the bottom of the Maintain User Account screen to submit your changes to ECF. ECF will notify you onscreen that your updates were accepted. If you changed passwords, you may begin using the new password during your next ECF session.

Utilities - View Your Transaction Log

This feature, allows you to review all transactions ECF has processed with your login and password. If you believe or suspect someone is using your login and password without your permission, change your password immediately, then telephone the Court's Help Desk as soon as possible.

From the Utilities screen, click on the **[View your Transaction Log]** button. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range for your report and click on the **[Submit]** button. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria. See figure below for a sample transaction log report.

Use this feature of ECF to review your transactions and to verify that:
- all of the transactions you entered are reflected in the Transaction Log
- no unauthorized individuals have entered transactions into ECF using your login name and password.

Utilities - Legal Research
When you click on the Legal Research hyperlink from the Miscellaneous screen, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet.

Utilities - Verify a Document
Select the Verify a Document hyperlink to open a query screen and enter data in the screen fields to locate a particular document attached to a specific case number.

Utilities - Links
There are several useful links to websites or documents of interest:
- USCFC Rules (PDF) - This document links to the court's rules
- USCFC Home Page - This link goes to the U.S. Court of Federal Claim's public website
- Court of Appeals for the Federal Circuit - This link goes to the U.S. Court of Appeals for the Federal Circuit's public website.
- CM/ECF Resources - This link goes to the U.S. Court of Federal Claim's CM/ECF website page.

Logout

After you have completed all of your transactions for a particular session in ECF, you should exit from the system.

Click on the Logout hyperlink from the ECF Blue menu bar. ECF will log you out of the system and return you to the main CM/ECF login screen.

Appendix One - Adobe Acrobat and Fonts

Adobe Acrobat 5.0 was tested for its ability to maintain font integrity through conversions to PDF of documents created in WordPerfect version 8 and Microsoft Word 97. All of the 32 fonts tested were done with a 12 point size. The results show that while characteristics of some fonts were lost in the conversion (e.g., appeared smaller), every font conversion produced legible results and none produced a problem with either character spacing or character overlap (superimposition).

Fonts that maintained integrity in the conversion from WordPerfect 8 to PDF

Albertus Extra Bold	Courier New
Albertus Medium Bold	Haettenschweiler
Antique Olive	Impact
Arial	Letter Gothic
Arial Black	Letter Gothic MT
Arial Narrow Book Antiqua	Line Printer
Bookman	Old Style Marigold
Century Gothic	Modern
Century Schoolbook	Symbol (2 styles)
CG Omega	Tahoma
CG Times	Times New Roman
Clarendon Condensed Bold	Times New Roman (bold)
Comic Sans MS	Univers
Coronet	Univers Condensed Regular
Courier	Verdana

Fonts that were altered in the conversion from WordPerfect 8 to PDF

Coronet	appears much larger and in a different font, an Adobe default font
Line Printer	appears much larger and in a different font, an Adobe default font
Marigold	appears much larger and in a different font, an Adobe default font

Fonts that maintained integrity in the conversion from Word 97 to PDF

Arial	Garamond
Arial Black	Haettenschweiler
Arial Narrow Book Antiqua	Impact
Bookman Old Style	Letter Gothic
Century Gothic	Symbol (2 styles)
Century Schoolbook	Tahoma
CG Times Times	New Roman
Comic Sans MS	Univers
Courier	Univers Condensed Regular
Courier New	Verdana

Fonts that were altered in the conversion from Word 97 to PDF

Albertus Extra Bold	bold characteristic lost, appears in a different font, an Adobe default font
Albertus Medium Bold	appears in a different font, an Adobe default font
Antique Olive	appears much smaller and in a different font, an Adobe default font
CG Omega	appears much smaller and in a different font, an Adobe default font
Clarendon Condensed Bold	appears much smaller and in a different font, an Adobe default font
Coronet	appears much larger and in a different font, an Adobe default font
Line Printer	appears much larger and in a different font, an Adobe default font
Marigold	appears much larger and in a different font, an Adobe default font
Modern	appears in a different font, an Adobe default font
Times New Roman (bold)	appears in a different font, an Adobe default font

PDF File Size Comparison

Creating a PDF File Electronically
This table illustrates the file size by electronically converting a typical 20 page court text document using Adobe Acrobat PDF Writer. The file sizes are shown in the table below.

PDF Created Electronically With:	File Size
WordPerfect 9	50.8 KB
Word 2000	53.7 KB

Creating a PDF File By Scanning
This table illustrates the file size by scanning the same 20 page document. Scanning in Black & White method with 200 DPI resolution yields the smallest file size. These are the recommended settings for documents that need to be scanned for the CM/ECF system.

Scan Resolution	File Size Using Scan Method:		
	Black & White	Grayscale	Color
200DPI	647KB	5.97MB	31.1MB
300DPI	923KB	18.9MB	65.2MB
400DPI	1.19MB	34.2MB	98.4MB

Scanning Terminology

Term	Detail
DPI	Dots Per Inch. More dots = more resolution. 200 DPI resolution is fine for text documents.
KB	Kilobytes, 1,000 KB = 1MB
MB	Megabytes (roughly 1.6MB of data can fit on one floppy disk)
Black & White	This type of scanning
Grayscale	This type of scanning will detect various shades of gray in a document.
Color	